



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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3rd April 2017

Dear Member,

I hereby summons you accordingly to the Town Council meeting to be held on Monday 10th April 2017 at 7.30pm at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh (entrance via Websters Way car park) when the under mentioned business is proposed to be transacted.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Yours sincerely,

Mrs K Cumberland
Town Clerk

Councillors: J Burton, Mrs C Callis, R Dowell, R Dray, E Dray, L Jeffery, J Lawmon, C Lumley, Mrs J Lumley, Mrs D Mercer, R Milne, J Newport, R Oatham, Mrs C Pavelin, Mrs C Roe, R Shorter, B Smart, Mrs J Sawford, Mrs M Spencer, D Sperring, C Stanley, I Ward, T Wallis.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

The Chairman will inform members of events that she, the Vice-Chairman and other Councillors have attended since the last Town Council meeting.

2. DECLARATION OF MEMBER'S INTERESTS

Declaration of interests by members for any items on this agenda.

3 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk prior to the commencement of the meeting.

4 PUBLIC FORUM

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

5. DEMENTIA ACTION ALLIANCE

Further to minute no 147 of the Town Council meeting held on 27th February 2017, Mrs Sally Faulkner from Rochford Parish Council, has accepted an invitation to attend the meeting to inform members about the Dementia Action Alliance, documents attached.

Members to note that Rayleigh, Rochford and District Association for Voluntary Service is due to promote Dementia Awareness Week at Rayleigh's Wednesday market on 17th May 2017.

6 RECORDING OF TOWN COUNCIL MEETINGS

Further to minute no 141 of the Town Council meeting held on 27th February 2017, members to note that Mr Antony Redfern from Audiominutes has accepted an invitation to attend the meeting to demonstrate recording equipment and to provide advice regarding costs and operation (information attached).

7 MINUTES OF TOWN COUNCIL MEETING

To receive and sign the minutes of the Town Council meeting that was held on 27th February 2017 (previously approved by Council and Committee Chairmen and circulated).

8 MINUTES OF COMMITTEE MEETINGS

To receive and consider recommendations made in the minutes of the following Committee meetings. Members are reminded to appoint substitutes if they have to give apologies for Committee meetings:

(a) Planning Committee held on 13th March 2017 (previously circulated) and 3rd April 2017 (to be circulated). Minutes previously approved by Committee Chairman and Vice-Chairman.

(b) Environment Committee held on 6th March 2017 (previously approved by Committee Chairman and Vice-Chairman and circulated).

(c) King George V Playing Field Committee held on 20th March 2017 (previously approved by Committee Chairman and circulated).

(d) Policy & Finance Committee held on 27th March 2017 (previously approved by Committee Chairman and Vice-Chairman and circulated). The confidential item for minute no 110 will be discussed at the end of the meeting.

9 SUB-COMMITTEE AND WORKING GROUP MEETINGS

(a) Trinity Fair Sub-Committee Meeting

To consider minutes of the Trinity Fair Sub-Committee meeting that was held on Tuesday 21st March 2017 at 7.30pm (previously approved by Committee Chairman and Vice-Chairman and circulated). To note that members have been requested to assist with the set up and marshalling of this event.

(b) Remembrance Day Working Group Meeting

To consider minutes of the Remembrance Day Working Group meeting that was held on Tuesday 28th March 2017 at 10.00am (previously approved by Working Group Chairman and circulated).
To note that members have been requested to assist by volunteering as required before and on Remembrance Sunday.

10 MEMBERSHIP OF COMMITTEES/SUB-COMMITTEES/WORKING GROUPS & TOWN COUNCIL REPRESENTATIVES.

To consider arrangements for appointing members to Committees, Sub-Committees and Working Groups and as Town Council representatives for the next municipal year. In previous years the Town Clerk and current Council/Committee Chairmen have held a meeting to consider membership.

11 ANNUAL TOWN MEETING

Members to note that Mrs Debbie Watson, President: The Lions Club of Rayleigh, has accepted the Town Council's invitation to be the Guest Speaker at the Annual Town Meeting that is due to take place at FitzWimarc School on Wednesday 26th April 2017 at 7.30pm.

Local organisations and the public have been invited to submit nominations for the Town Council's awards, which will be considered by the Council and Committee Chairmen on 6th April 2017. Members have previously been invited to suggest nominations for the Citizen of the Year. The Town Council Chairman will decide on the recipient of the Chairman's award.

Town Council grants will be presented at the Annual Town Meeting along with prizes to the winners of the Primary Schools General Knowledge Quiz, the Easter Egg Hunt competition and Rayleigh's 2016 Photographic competition.

The Town Council's Annual Report has been circulated to the Council and Committee Chairmen for approval.

12 COUNCILLOR SURGERIES

To note that members are requested to volunteer to hold Councillor Surgeries in Rayleigh Library on Saturday mornings between 10.00am to 12.00noon for 6th May, 3rd June, 1st July and 5th August 2017.

13 CIVIC SERVICE

Members to note that the Civic Service will take place at Holy Trinity Church on Sunday 2nd July 2017 at 6.30pm.

14 KENILWORTH GARDENS ALLOTMENTS

Further to minute no 146 of the Town Council meeting held on 27th February 2017, members to note that, following an instruction from the Department for Communities and Local Government, an application to release the grassed areas of land, that are located opposite the fenced area of the allotments was submitted to the National Allotment Society. The Town Council followed an instruction from the NAS to consult allotment tenants and also displayed a public notice at this site.

The consultation resulted in no objections being received from allotment tenants to one of the parcels of land being incorporated into the existing lease for the 1st Rayleigh Scouts. However, tenants have informed the Town Council that they use the second parcel of land (that is close to Station Avenue) as unofficial parking spaces.

The NAS has been informed of the outcome of the consultation and has confirmed that they do not object to the disposal. The DCLG has been informed of this decision and their further advice is awaited.

Members to note that Rochford District Council has issued Tree Preservation Orders for two of the large oak trees on this site.

15 PARISH/TOWN COUNCIL PUBLIC HEALTH GRANT

Further to minute no 148 of the Town Council meeting held on 27th February 2017, members to consider the attached information regarding the provision of medical id bracelets/necklaces for elderly and vulnerable residents, in order to apply for funding of up to £500 from the Parish/Town Council Public Health Grant. The deadline for the submission of applications has been extended to 28th April 2017.

16 TOWN COUNCIL'S QUARTERLY NEWSLETTER

Following the closure of the Rayleigh Review members to consider arrangements for future publication of the Town Council's quarterly newsletter. Information from the Rayleigh Times is attached.

17 ROCHFORD HUNDRED ASSOCIATION OF LOCAL COUNCILS

Members to note that the next meeting of the RHALC is due to take place on Thursday 20th April 2017 at 7.30pm. Venue to be notified.

18 CHAMBER OF TRADE

Members to note that the next meeting of the Chamber of Trade is due to take place on Monday 24th April 2017 at 5.30pm at Marco's Bar.

19 LOCAL SCHOOLS

(a) The FitzWimarc School

Members to receive the attached consultation letter regarding a change of 'Number Intending to Admit' from September 2018.

(b) The Eastwood Academy

Members to receive the attached consultation letter regarding an upgrade of the Academy's existing building and additional capacity of pupil numbers.

20 UK PARLIAMENT WEEK

Members to receive attached letter from the Speaker of the House of Commons.

21 EXCLUSION OF PRESS AND PUBLIC

In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Council advisable that the public and press be excluded and they are instructed to withdraw. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is NOT permitted during the closed session.

22 POLICY & FINANCE COMMITTEE MEETING

Members to consider the recommendations in the Policy & Finance Committee meeting held on 27th March 2017 for minute no 110 (previously approved by Committee Chairman and Vice-Chairman and circulated).

